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A

MEMORANDUM FOR THE COMMITTEE ON VITAL RECORDS STORAGE:

SUBJECT: Storage of Vital Documents - Second Meeting of Committee.

1. The second meeting of the Committee was held on 23 August 1948.
2. Sub-Committee A recommended that certain operational and administrative materials be safe-stored in order to accomplish necessary reconstitution of the agency, reestablish a chain of command and communication among operating elements. The following records fell into this category:
 - a. CIA organization and functional charts with names of key personnel.
 - b. Tables of organization.
 - c. Roster of former CIA personnel to facilitate emergency recruiting of previously cleared and trained persons.
 - d. Current roster of CIA personnel, including duty stations.
 - e. Inspection and Security "reference index" to facilitate emergency security clearance of new personnel.
 - f. CIA budget data including amounts and location of appropriated funds.
 - g. List of Treasury, General Accounting Office, Budget Bureau, and other government personnel familiar with the financial support of CIA.
 - h. Agreements and operational arrangements with other government agencies.
 - i. Agreements and arrangements with other governments [redacted] etc.). 25X1X7
 - j. NSC and DCI directives.
 - k. CIA General Orders and Administrative Instructions. 25X1A6A
3. Sub-Committee B recommended the following intelligence materials to be safe-stored:
 - a. The last current month's supply of Daily Summaries.
 - b. The last three current months' supply of Weekly and Daily Summaries.
 - c. One copy of all Special Evaluations.
 - d. One copy of each issue in the ORE Series.
 - e. JANIS and NIS - one complete file, plus enamel masters for those produced from now on.
 - f. Industrial Register - copies of the most recent IBM listings, plus duplicate file of cards to be renewed every six months.
 - g. Biographical Register. Duplicate file of IBM cards to be renewed every six months.
 - h. Contact Register - Duplicate file of cards to be renewed every six months.
 - i. Selected unique maps.

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No Change in Class. ☐

☐ Declassified

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25X1A9A 4. The ICAPS member reported that as a result of a quick check in the IAC agencies, it was indicated that CIA should continue exploration of the Vital Documents Program without regard to what the IAC agencies were considering. However, it was agreed that [REDACTED] would continue in his attempts to find out what the IAC agencies were planning in this field, and ascertain what coordination in this program with the IAC agencies would be necessary.

5. It was agreed that one or more rallying points for CIA employees would be designated apart from the actual repository. These rallying points were to be such that communication with the repository might be continued.

6. The officer in charge of the repository is, in the event that the activation of the repository because of disaster becomes necessary, to be acting director for administrative purposes until the Director of the CIA functions is appointed by the then constituted authority. It was further agreed that the present Director of CIA should confidentially inform at least one current officer in each office and staff section of CIA as to the taking over and operating of the repository in the event of emergency. This instruction should include location of the repository, designation of officers and the sequence in which they might be expected to become ex-officio directors.

7. Sub-Committee A was designated to prepare a draft of an administrative instruction necessary to inform employees of CIA of rallying points and basic official conduct at such time as the situation may require.

8. Sub-Committee D, composed of a representative from the Services Branch, the Executive for Inspection and Security, and ICAPS, was appointed to explore the factors to be considered in the selection of a site for the documents repository.

9. Agenda for the next meeting:

- a. Consideration of the administrative instruction.
- b. Consideration of the recommendations of Sub-Committee D.
- c. Consideration of specific factors of organization, staffing, equipment, etc., for the repository.

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